

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 93:29C
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
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1. ACCIDENT (TRAFFIC) REPORTS

Dates: 1981-
Volume: 7 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Numerical and Chronological

Recommendation: Retain for seven (7) years, then dispose of.

2. ACCIDENT (TRAFFIC) INDEX CARDS

Dates: 1967-
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Recommendation: Retain until administrative use is complete, then dispose of.

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The title of item #3 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

3. ADMINISTRATIVE CORRESPONDENCE FILES
ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING
EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER
RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.

Dates: 1978-
Volume: 7 Cu. Ft./2 MB
Annual Accumulation: ½ Cu. Ft./1 MB
Arrangement: Alphabetical and Chronological

Recommendation: Retain for one (1) year, then dispose of records
no longer possessing any further administrative,
fiscal, legal, and/or historical value.

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3A. ALARM LOGGING TAPES

Dates: 1995-
Volume: 1 Cu. Ft.
Annual Accumulation: ¼ Cu. Ft.
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of.

4. ANIMAL BITE BOOK

Dates: 1984-1993
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

5. ANIMAL LICENSE

Dates: 1988-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Numerical

Recommendation: Retain for one (1) year after expiration, then dispose of.

6. ANIMAL PICKUP (IMPOUNDMENT) REPORT

Dates: 1987-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical and Chronological

Recommendation: Retain for one (1) year, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
7.	<u>ANNUAL BUDGET</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
8.	<u>ANNUAL REPORT</u> Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
9.	<u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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Recommendation of Item 10 amended and approved by the Local Records
Commission of Cook County.

August 9, 1994
Date

Chair

Secretary

10. ARREST BOOKS

Dates: 1963-
Volume: 13 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

~~Recommendation: Retain for sixty (60) days after transferred to
permanent arrest card, then dispose of.~~

Recommendation: Retain for one (1) year after death of subject or
until subject reaches eightieth (80th) birthday
(whichever occurs first) then dispose of.

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The recommendation of items #11-12 were amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

11. ARREST CASE FILES (TRAFFIC)

Dates: 1984-
Volume: 17 Cu. Ft.
Annual Accumulation: 3½ Cu. Ft.
Arrangement: Alphabetical and Chronological

Recommendation: ~~Retain for seven years, then dispose of except for those reports/cases relating to the prosecution of the following offenses:~~

- ~~a) first-degree murder~~
- ~~b) second-degree murder~~
- ~~c) involuntary manslaughter~~
- ~~d) reckless homicide~~
- ~~e) treason~~
- ~~f) arson~~
- ~~g) forgery~~
- ~~h) theft involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability~~

~~for which (a through g) there are no Statutes of Limitations for Prosecution (see "Illinois Criminal Code," Section 3-5, General Limitations) and cases in which time limits for prosecution of the offenses described therein may be extended under the provisions of the "Illinois Criminal Code," Section 3-6 (2), c, d, and e, Extended Limitations.~~

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~~Retain reports/case files for which there are no Statutes of Limitations (first-degree murder, second-degree murder, involuntary manslaughter, reckless homicide, treason, and forgery) and reports/case files on thefts involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for eighty (80) years, then dispose of.~~

~~Retain reports/case files where the aggrieved party is a minor for which extended limitations for prosecution apply under Section 3-6 (2) c, d, and e of the "Illinois Criminal Code" for twenty-two (22) years, then dispose of.~~

Retain arrest case files for first degree murder for one hundred (100) years after the date reported, then dispose of.

Retain arrest case files for the following offenses for eighty (80) years after the date reported, then dispose of:

- 1) attempt to commit first degree murder,*
- 2) second degree murder,*
- 3) involuntary manslaughter,*
- 4) reckless homicide,*
- 5) leaving the scene of a motor vehicle accident involving death or personal injuries under Section 11-401 of the Illinois Vehicle Code, failing to give information and render aid under Section 11-403 of the Illinois Vehicle Code,*
- 6) concealment of a homicidal death,*
- 7) treason,*
- 8) arson,*
- 9) aggravated arson,*
- 10) forgery,*
- 11) child pornography under paragraph (1) of subsection (a) of Section 11-20.1 of the Criminal Code, aggravated child pornography under paragraph (1) of subsection (a) of Section 11-20.1B of the Criminal Code (2) any offense involving sexual*

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conduct or sexual penetration, as defined by Section 11-0.1 of the Criminal Code in which the DNA profile of the offender is obtained and entered into a DNA database within ten (10) years after the commission of the offense,

(Clause (2) of this subsection (a) above applies if either: (i) the victim reported the offense to law enforcement authorities within three (3) years after the commission of the offense unless a longer period for reporting the offense to law enforcement authorities is provided in Section 3-6 or (ii) the victim is murdered during the course of the offense or within two (2) years after the commission of the offense.)

12) thefts (see exceptions listed below),

13) identity thefts (see 720 ILCS 5/3-6(k)),

14) financial institution frauds

Retain arrest case files for sex crimes that:

a) do not have DNA evidence and

b) where the defendant has a professional or fiduciary relationship with the victim for eighty (80) years after the date reported, then dispose of.

Retain arrest case files for sex crimes that:

a) do not have DNA evidence and

b) where the victim is under the age of eighteen (18) at the time of the offense for thirty-eight (38) years after the date reported, then dispose of.

Retain arrest case files for sex crimes that:

a) do not have DNA evidence,

b) where the victim is over eighteen (18) years of age at the time of the offense, and

c) has reported the alleged crime within three (3) years of the occurrence,

for ten (10) years after the date reported, then dispose of.

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	<p><i>Retain arrest case files for auto theft, misdemeanor theft, and retail theft for three (3) years after closure of case, then dispose of.</i></p> <p><i>Retain arrest case files for all other felony crimes for seven (7) years after closure of case, then dispose of.</i></p> <p><i>Retain arrest case files for all misdemeanor crimes for three (3) years after closure of case, then dispose of.</i></p> <p><i>Retain offense case files for all crimes in which there is no arrest for one (1) year after expiration of the statute of limitations, then dispose of.</i></p> <p><i>Retain miscellaneous incident reports (i.e. minor incidents not requiring a case report, non-criminal actions, etc.) which involve minors or persons with a legal disability for two (2) years after the minor reaches legal age or the disability is removed.</i></p> <p><i>Retain all other incident reports for two (2) years from the date of incident, then dispose of.</i></p>

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12. ARREST CASE FILES

Dates: 1965-
Volume: 42 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: Chronological

Recommendation: ~~Retain for seven years, then dispose of except for those reports/cases relating to the prosecution of the following offenses:~~

- ~~a) first-degree murder~~
- ~~b) second-degree murder~~
- ~~c) involuntary manslaughter~~
- ~~d) reckless homicide~~
- ~~e) treason~~
- ~~f) arson~~
- ~~g) forgery~~
- ~~h) theft involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability~~

~~for which (a through g) there are no Statutes of Limitations for Prosecution (see "Illinois Criminal Code," Section 3-5, General Limitations) and cases in which time limits for prosecution of the offenses described therein may be extended under the provisions of the "Illinois Criminal Code," Section 3-6 (2), e, d, and e, Extended Limitations.~~

~~Retain reports/case files for which there are no Statutes of Limitations (first-degree murder, second-degree murder, involuntary manslaughter, reckless homicide, treason, and forgery) and reports/case files on thefts involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for eighty (80) years, then dispose of.~~

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	<p>Retain reports/case files where the aggrieved party is a minor for which extended limitations for prosecution apply under Section 3-6 (2) c, d, and e of the "Illinois Criminal Code" for twenty-two (22) years, then dispose of.</p> <p>Retain arrest case files for first degree murder for one hundred (100) years after the date reported, then dispose of.</p> <p>Retain arrest case files for the following offenses for eighty (80) years after the date reported, then dispose of:</p> <ol style="list-style-type: none">1) attempt to commit first degree murder,2) second degree murder,3) involuntary manslaughter,4) reckless homicide,5) leaving the scene of a motor vehicle accident involving death or personal injuries under Section 11-401 of the Illinois Vehicle Code, failing to give information and render aid under Section 11-403 of the Illinois Vehicle Code,6) concealment of a homicidal death,7) treason,8) arson,9) aggravated arson,10) forgery,11) child pornography under paragraph (1) of subsection (a) of Section 11-20.1 of the Criminal Code, aggravated child pornography under paragraph (1) of subsection (a) of Section 11-20.1B of the Criminal Code (2) any offense involving sexual conduct or sexual penetration, as defined by Section 11-0.1 of the Criminal Code in which the DNA profile of the offender is obtained and entered into a DNA database within

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ten (10) years after the commission of the offense,

(Clause (2) of this subsection (a) above applies if either: (i) the victim reported the offense to law enforcement authorities within three (3) years after the commission of the offense unless a longer period for reporting the offense to law enforcement authorities is provided in Section 3-6 or (ii) the victim is murdered during the course of the offense or within two (2) years after the commission of the offense.)

12) thefts (see exceptions listed below),

13) identity thefts (see 720 ILCS 5/3-6(k),

14) financial institution frauds

Retain arrest case files for sex crimes that:

c) do not have DNA evidence and

d) where the defendant has a professional or fiduciary relationship with the victim for eighty (80) years after the date reported, then dispose of.

Retain arrest case files for sex crimes that:

c) do not have DNA evidence and

d) where the victim is under the age of eighteen (18) at the time of the offense for thirty-eight (38) years after the date reported, then dispose of.

Retain arrest case files for sex crimes that:

d) do not have DNA evidence,

e) where the victim is over eighteen (18) years of age at the time of the offense, and

f) has reported the alleged crime within three (3) years of the occurrence,

for ten (10) years after the date reported, then dispose of.

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Retain arrest case files for auto theft, misdemeanor theft, and retail theft for three (3) years after closure of case, then dispose of.

Retain arrest case files for all other felony crimes for seven (7) years after closure of case, then dispose of.

Retain arrest case files for all misdemeanor crimes for three (3) years after closure of case, then dispose of.

Retain offense case files for all crimes in which there is no arrest for one (1) year after expiration of the statute of limitations, then dispose of.

Retain miscellaneous incident reports (i.e. minor incidents not requiring a case report, non-criminal actions, etc.) which involve minors or persons with a legal disability for two (2) years after the minor reaches legal age or the disability is removed.

Retain all other incident reports for two (2) years from the date of incident, then dispose of.

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Recommendation of Item 13 amended and approved by Local Records
Commission of Cook County.

August 9, 1994
Date

Chair

Secretary

13. ARREST INDEX CARDS

Dates: 1965-1986
Volume: 11½ Cu. Ft.
Annual Accumulation: None
Arrangement: Alphabetical

Recommendation: ~~Retain for one (1) year after death of subject or~~
~~until subject reaches eightieth (80th) birthday~~
~~(whichever occurs first) then dispose of.~~
Accumulation may be disposed of providing
information is transferred to arrest book.

14. BICYCLE REGISTRATIONS

Dates: 1990-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for one (1) year after expiration, then
dispose of.

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15. BOND BOOKS

Dates: 1984-
Volume: 6 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Numerical

Recommendation: Retain for three (3) years, then dispose of.

16. BOND BOOK RECEIPTS

Dates: 1974-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

17. BREATHALYZER/INTOXILYZER LOG

Dates: 1980-
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

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The recommendation of items #18-18A were amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

18. BREATHALYZER/INTOXILYZER OPERATOR CERTIFICATION

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: ~~Retain for five (5) years after superseded, then dispose of.~~
Retain for three (3) years following renewal of certificate, then dispose of.

18A. CALIBRATION/RADAR CERTIFICATES

Dates: 1994-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: ~~Retain for five (5) years after superseded by a new certificate, then dispose of.~~
Retain for two (2) years after superseded by a new certificate if no cases pending. If cases pending retain for two (2) years after closure of case, then dispose of.

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19. CARRY-OVER BOOK

Dates: 1984-
Volume: 11 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain for two (2) years from date of last entry,
then dispose of.

20. CIRCUIT COURT FIRE REIMBURSEMENTS

Dates: 1989-
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for three (3) years, then dispose of.

21. COMMUNICATION (RADIO) LOG

Dates: 1980-
Volume: 2½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for ten (10) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
22. <u>COMMUNICATION TAPES</u>	<div data-bbox="155 569 1333 709"><div>Dates: 1993- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</div><div>Revised by LRC on 3/14/00.</div></div> <div data-bbox="155 745 1485 1083">Recommendation: Retain for thirty (30) days after information is recorded in the radio log, then dispose of. Retain tape recordings of phone calls, E911 calls and radio transmissions for thirty (30) days, then dispose of. Retain tape recordings where litigation is pending for thirty (30) days after closure of case, then dispose of. Retain hand written radio logs of miscellaneous daily information (not a summary of calls) for one (1) year, then dispose of.</div>
23. <u>COMPLAINANT/VICTIM INDEX CARDS</u>	<div data-bbox="155 1224 886 1360"><div>Dates: 1968- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</div></div> <div data-bbox="155 1396 1386 1428">Recommendation: Retain for three (3) years, then dispose of.</div>
24. <u>COMPLAINTS</u>	<div data-bbox="155 1566 1179 1703"><div>Dates: 1984- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Numerical and Chronological</div></div> <div data-bbox="155 1738 1386 1764">Recommendation: Retain for three (3) years, then dispose of.</div>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
25.	<u>CONTACT CARDS - FIELD CONTACTS</u> Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years, then dispose of providing the files do not become part of the investigative or criminal history file; then they are to be disposed of with the file.
26.	<u>COURT DOCKET SHEETS</u> Dates: 1984- Volume: 11 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.
27.	<u>DISPATCH CARDS</u> Dates: 1986- Volume: 50 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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28. EMERGENCY 911 (AUTO NAME/AUTO LOCATION) ANI/ALI PRINTOUTS

Dates: 1992-
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of an automatic printout which prints the name and location of each caller.

Recommendation: Retain for two (2) years, then dispose of.

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The title and recommendation of item #29 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

29. EXPUNGEMENT ORDERS
EXPUNGEMENT RECORDS

Dates: 1990-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: ~~Retain for three (3) years, then dispose of.~~
*Retain records of expungement until arrest
records to be expunged are disposed of and a
Local Records Disposal Certificate is filed and
approved.*

29A. FCC LICENSE

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for two (2) years after expiration, then
dispose of.

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30. ILLINOIS UNIFORM CRIME REPORTS

Dates: 1988-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of provided
information has been verified.

31. JUVENILE ARREST CARDS

Dates: 1984-
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Revised by LRC
on 3/14/00.

Recommendation: ~~Retain for one (1) year after subject reaches
legal age, then dispose of.~~
Retain until the earlier of the subjects 80th
birthday or death, then dispose of.

32. JUVENILE ARREST REPORTS

Dates: 1989-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical and Chronological

Revised by LRC
on 3/14/00.

Recommendation: ~~Retain for one (1) year after subject reaches
legal age, then dispose of.~~
Retain until the earlier of the subjects 80th
birthday or death, then dispose of.

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33. <u>JUVENILE CASE FILES</u>	<p data-bbox="656 499 1312 537">Revised by the LRC on May 12, 1998</p> <p data-bbox="159 573 886 709">Dates: 1988- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="159 745 1487 884">Recommendation: Retain for one (1) year after subject reaches legal age, then dispose of. Retain until the earlier of the subjects 80th birthday or death, then dispose of.</p>
34. <u>JUVENILE M.R.A.I. SHEETS (MINOR REQUIRING AUTHORITATIVE INTERVENTION)</u>	<p data-bbox="159 984 1276 1121">Dates: 1991- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Numerical</p> <p data-bbox="1003 984 1276 1052">Revised by LRC on 3/14/00.</p> <p data-bbox="159 1157 1487 1293">Recommendation: Retain for one (1) year after subject reaches legal age, then dispose of. Retain until the earlier of the subjects 80th birthday or death, then dispose of.</p>

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35. LEADS RECORDS

Dates: 1982-
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain L.E.A.D.S. Administrative Directed Messages (entered), User Analysis Monthly reports, Routine, Non-Directed Administrative Messages (received), Validations and Purges, and Usage Statistics Criminal Inquiry Logs for one year, then dispose of.

Retain printouts concerning L.E.A.D.S. Validated Computer Hot Files for eighteen (18) months, then dispose of provided no litigation is pending or anticipated. Retain printouts of Purge Listings of Non-Validated L.E.A.D.S. records and L.E.A.D.S.

Purchasing Agreements (copies) for two years, then dispose of.

Retain L.E.A.D.S. Criminal Inquiry Monthly Reports and L.E.A.D.S. Daily Bulletins for two (2) years, then dispose of.

Retain printouts of Validated Overdue listings for ninety (90) days, then dispose of.

L.E.A.D.S./N.C.I.C. "HIT FILE" AGENCY RECORD COPIES

Retain printouts on operational inquiries on an individual or property which yields a valid positive response (hit) for a minimum of seven (7) years or until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated, whichever is longer.

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36.	<u>LOST/STOLEN DRIVERS LICENSE/LICENSE PLATES REPORT</u> Dates: 1990- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Numerical Recommendation: Retain for two (2) years, then dispose of.
36A.	<u>MEDICAL HEALTH STATUS SHEETS (PRISONER)</u> Dates: 1996- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years after release from custody, then dispose of.
37.	<u>MISCELLANEOUS INCIDENT EXCEPTION REPORTS</u> Dates: 1988-1990 Volume: 9½ Cu. Ft. Annual Accumulation: None Arrangement: Chronological and Numerical Recommendation: Retain for two (2) years, then dispose of.
38.	<u>MOTOR VEHICLE IMPOUNDMENT AND INVENTORY (TOW SHEETS)</u> Dates: 1989- Volume: 3½ Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: Chronological and Numerical Recommendation: Retain for one (1) year following release or disposal, then dispose of.

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39. OFFICERS DAILY ACTIVITY/MONTHLY ACTIVITY

Dates: 1991-
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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The recommendation of item #40 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

40. PERSONNEL FILES

Dates: 1960-
Volume: 16 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

Recommendation: ~~Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.~~

Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.

If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.

If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.

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If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of.

Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

40A. POLICIES AND PROCEDURES

Dates: 1993-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain one copy of each policy and procedure permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
41.	<u>PRISONER JAIL RECORD (PERSONAL PROPERTY INVENTORY)</u> Dates: 1988- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for five (5) years after release from custody, then dispose of.
42.	<u>PRISONER LOCKUP LOG</u> Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten (10) years, then dispose of.
43.	<u>PRISONER LOCKUP AND POPULATION REPORT</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.
43A.	<u>PROOF OF ACCREDITATION (CALEA)</u> Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years after superseded, then dispose of.

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44.	<u>PROPERTY INVENTORY - EVIDENCE (ORIGINAL)</u> Dates: 1988- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years following closure of case or upon receipt of notification from the state's attorney to release property or evidence, then dispose of.
45.	<u>PROPERTY INVENTORY - OTHER THAN EVIDENCE</u> Dates: 1988- Volume: 2 Cu. Ft. Annual Accumulation: ¼ Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.
46.	<u>PURCHASE ORDERS AND REQUISITIONS</u> Dates: 1988- Volume: 1½ Cu. Ft. Annual Accumulation: ¼ Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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The recommendation of items #47-47A were amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

47. REPORTS (ARREST, INCIDENT, SUPPLEMENTARY OR ADDENDA)

Dates: 1958-
Volume: 45 Cu. Ft.
Annual Accumulation: 3½ Cu. Ft.
Arrangement: Numerical and Chronological

Recommendation: ~~Retain for seven years, then dispose of except for those reports/cases relating to the prosecution of the following offenses:~~

- ~~a) first-degree murder~~
- ~~b) second-degree murder~~
- ~~c) involuntary manslaughter~~
- ~~d) reckless homicide~~
- ~~e) treason~~
- ~~f) arson~~
- ~~g) forgery~~
- ~~h) theft involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability~~

~~for which (a through g) there are no Statutes of Limitations for "Illinois Criminal Code," Section 3-5, General Limitations) and cases in which time limits for prosecution of the offenses described therein may be extended under the provisions of the "Illinois Criminal Code," Section 3-6 (2), c, d, and e, Extended Limitations.~~

~~Retain reports/case files for which there are no Statutes of Limitations (first-degree murder,~~

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	<p>second-degree murder, involuntary manslaughter, reckless homicide, treason, and forgery) and reports/case files on thefts involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for eighty (80) years, then dispose of.</p> <p><i>Retain arrest case files for first degree murder for one hundred (100) years after the date reported, then dispose of.</i></p> <p><i>Retain arrest case files for the following offenses for eighty (80) years after the date reported, then dispose of:</i></p> <ol style="list-style-type: none"><i>1) attempt to commit first degree murder,</i><i>2) second degree murder,</i><i>3) involuntary manslaughter,</i><i>4) reckless homicide,</i><i>5) leaving the scene of a motor vehicle accident involving death or personal injuries under Section 11-401 of the Illinois Vehicle Code, failing to give information and render aid under Section 11-403 of the Illinois Vehicle Code,</i><i>6) concealment of a homicidal death,</i><i>7) treason,</i><i>8) arson,</i><i>9) aggravated arson,</i><i>10) forgery,</i><i>11) child pornography under paragraph (1) of subsection (a) of Section 11-20.1 of the Criminal Code, aggravated child pornography under paragraph (1) of subsection (a) of Section 11-20.1B of the Criminal Code (2) any offense involving sexual conduct or sexual penetration, as defined by Section 11-0.1 of the Criminal Code in which the DNA profile of the offender is obtained and entered into a DNA</i>

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	<p>database within ten (10) years after the commission of the offense, (Clause (2) of this subsection (a) above applies if either: (i) the victim reported the offense to law enforcement authorities within three (3) years after the commission of the offense unless a longer period for reporting the offense to law enforcement authorities is provided in Section 3-6 or (ii) the victim is murdered during the course of the offense or within two (2) years after the commission of the offense.)</p> <p>12) thefts (see exceptions listed below), 13) identity thefts (see 720 ILCS 5/3-6(k), 14) financial institution frauds</p> <p>Retain arrest case files for sex crimes that:</p> <p>e) do not have DNA evidence and f) where the defendant has a professional or fiduciary relationship with the victim for eighty (80) years after the date reported, then dispose of.</p> <p>Retain arrest case files for sex crimes that:</p> <p>e) do not have DNA evidence and f) where the victim is under the age of eighteen (18) at the time of the offense for thirty-eight (38) years after the date reported, then dispose of.</p> <p>Retain arrest case files for sex crimes that:</p> <p>g) do not have DNA evidence, h) where the victim is over eighteen (18) years of age at the time of the offense, and i) has reported the alleged crime within three (3) years of the occurrence, for ten (10) years after the date reported, then dispose of.</p>

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Retain arrest case files for auto theft, misdemeanor theft, and retail theft for three (3) years after closure of case, then dispose of.

Retain arrest case files for all other felony crimes for seven (7) years after closure of case, then dispose of.

Retain arrest case files for all misdemeanor crimes for three (3) years after closure of case, then dispose of.

Retain offense case files for all crimes in which there is no arrest for one (1) year after expiration of the statute of limitations, then dispose of.

Retain miscellaneous incident reports (i.e. minor incidents not requiring a case report, non-criminal actions, etc.) which involve minors or persons with a legal disability for two (2) years after the minor reaches legal age or the disability is removed.

Retain all other incident reports for two (2) years from the date of incident, then dispose of.

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47A. SEX OFFENDER'S FILES

Dates: 1996-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: ~~Retain for one (1) year after subjects death or 80th birthday (whichever occurs first), then dispose of.~~

Retain arrest case files for first degree murder for one hundred (100) years after the date reported, then dispose of.

Retain arrest case files for the following offenses for eighty (80) years after the date reported, then dispose of:

- 1) attempt to commit first degree murder,*
- 2) second degree murder,*
- 3) involuntary manslaughter,*
- 4) reckless homicide,*
- 5) leaving the scene of a motor vehicle accident involving death or personal injuries under Section 11-401 of the Illinois Vehicle Code, failing to give information and render aid under Section 11-403 of the Illinois Vehicle Code,*
- 6) concealment of a homicidal death,*
- 7) treason,*
- 8) arson,*
- 9) aggravated arson,*
- 10) forgery,*
- 11) child pornography under paragraph (1) of subsection (a) of Section 11-20.1 of the Criminal Code, aggravated child pornography under paragraph (1) of subsection (a) of Section 11-20.1B of the Criminal Code (2) any offense involving sexual conduct or sexual penetration, as defined by Section 11-0.1 of*

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	<p>the Criminal Code in which the DNA profile of the offender is obtained and entered into a DNA database within ten (10) years after the commission of the offense,</p> <p>(Clause (2) of this subsection (a) above applies if either: (i) the victim reported the offense to law enforcement authorities within three (3) years after the commission of the offense unless a longer period for reporting the offense to law enforcement authorities is provided in Section 3-6 or (ii) the victim is murdered during the course of the offense or within two (2) years after the commission of the offense.)</p> <p>12) thefts (see exceptions listed below),</p> <p>13) identity thefts (see 720 ILCS 5/3-6(k),</p> <p>14) financial institution frauds</p> <p>Retain arrest case files for sex crimes that:</p> <p>g) do not have DNA evidence and</p> <p>h) where the defendant has a professional or fiduciary relationship with the victim for eighty (80) years after the date reported, then dispose of.</p> <p>Retain arrest case files for sex crimes that:</p> <p>g) do not have DNA evidence and</p> <p>h) where the victim is under the age of eighteen (18) at the time of the offense for thirty-eight (38) years after the date reported, then dispose of.</p> <p>Retain arrest case files for sex crimes that:</p> <p>j) do not have DNA evidence,</p> <p>k) where the victim is over eighteen (18) years of age at the time of the offense, and</p> <p>l) has reported the alleged crime within three (3) years of the occurrence,</p>

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	<p><i>for ten (10) years after the date reported, then dispose of.</i></p> <p><i>Retain arrest case files for auto theft, misdemeanor theft, and retail theft for three (3) years after closure of case, then dispose of.</i></p> <p><i>Retain arrest case files for all other felony crimes for seven (7) years after closure of case, then dispose of.</i></p> <p><i>Retain arrest case files for all misdemeanor crimes for three (3) years after closure of case, then dispose of.</i></p> <p><i>Retain offense case files for all crimes in which there is no arrest for one (1) year after expiration of the statute of limitations, then dispose of.</i></p> <p><i>Retain miscellaneous incident reports (i.e. minor incidents not requiring a case report, non-criminal actions, etc.) which involve minors or persons with a legal disability for two (2) years after the minor reaches legal age or the disability is removed.</i></p> <p><i>Retain all other incident reports for two (2) years from the date of incident, then dispose of.</i></p>

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48. SOLICITORS APPLICATIONS

Dates: 1990-
Volume: 1 Cu. Ft.
Annual Accumulation: ¼ Cu. Ft.
Arrangement: Numerical and Chronological

Recommendation: Retain for one (1) year after expiration, then
dispose of.

49. TICKETS -- ORDINANCE COMPLAINT (CC TICKETS)

Dates: 1985-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical

Recommendation: Retain for three (3) years, then dispose of.

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50. TICKETS - ORDINANCE COMPLAINT (P-TICKETS)

Dates: 1988-
Volume: 8 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical

Recommendation: Retain for one (1) year, then dispose of.

51. TICKETS - PERSONAL ISSUE TRAFFIC COMPLAINT

Dates: 1984-
Volume: 2½ Cu. Ft.
Annual Accumulation: ¼ Cu. Ft.
Arrangement: Numerical

Recommendation: Retain for two (2) years, then dispose of.

52. TICKET SIGN-OUT BOOKS

Dates: 1985-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
53.	<u>TIME RECORDS (CARDS, SLIPS, OVERTIME, COMPENSATORY, SICK, VACATION, LEAVE, ETC.)</u> Dates: 1989- Volume: 9 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of. Retain for two (2) years, then dispose of, provided information has been recorded in the employees work history. Revised by LRC on 3/14/00.
53A.	<u>TRAINING RECORDS (OFFICERS)</u> Dates: 1960- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical Recommendation: Retain for forty (40) years, then dispose of.
54.	<u>TRANSFER FOR PERSONAL ISSUE COMPLAINTS (CIRCUIT COURT TRANSFER LISTINGS)</u> Dates: 1984- Volume: 8 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.

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55.	<u>VACATION WATCH</u> Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for sixty (60) days after completion of detail, then dispose of.
56.	<u>VEHICLE LICENSE RECORDS</u> Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year after expiration of license, then dispose of.
56A.	<u>VEHICLE LOCKOUT WAIVERS</u> Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.
57.	<u>WARRANT RECORDS</u> Dates: 1978- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical Recommendation: Retain for three (3) years following service, then dispose of.

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The following items #58 & 59 have been added to this application and approved by the Local Records Commission on March 13, 2001.

Chairman

The recommendation of items #58 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

58. VEHICLE VIDEO TAPES (SQUADS)

Dates: 2001-
Volume: 2 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

Recommendation: ~~Retain thirty (30) days, then dispose of.~~
~~Retain video where litigation is pending for~~
~~30 days after closure of case, then dispose~~
~~of.~~
Video and audio recordings made under
subsection (h), (h-5) or (h-10) of ILCS 720
5/h15 Criminal Code of 1961, Article 14 shall
be retained by the law enforcement agency
that employs the peace officer who made the
recordings for a storage period of ninety

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59.	<p data-bbox="574 499 1422 751"><i>(90) days, unless the recordings are made as part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the court.</i></p> <p data-bbox="574 758 1442 1045"><i>Under no circumstances shall any recording be altered or erased prior to the expiration of the designated storage period. Upon completion of the storage period, the recording medium may be erased and reissued for operational use after submission and approval of a Local Records Disposal Certificate.</i></p> <p data-bbox="237 1262 867 1289"><u>VIDEO TAPES (STATION, CELL, ETC.)</u></p> <p data-bbox="237 1329 922 1463">Dates: 2001- Volume: 2 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="237 1499 1446 1625">Recommendation: Retain thirty (30) days, then dispose of. Retain videos where litigation is pending for 30 days after closure of case, then dispose of.</p>

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	<p>The following items #60-64 were added to application 93:029C and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <div data-bbox="889 814 1432 871"><hr/>Chairman</div>
60.	<p><u>ECOM LINE UP SHEETS</u></p> <p>Dates: 2005- Volume: 13 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
61.	<p><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p>Dates: 2010- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
62.	<u>PRISON MEAL LOGS</u> Dates: 2015- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
63.	<u>VEHICLES SOLD AT AUCTION</u> Dates: October 2007- Volume: 3 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years after sale of property, then dispose of.
64.	<u>WARNING TICKETS</u> Dates: 2005- Volume: 8 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain for sixty (60) days, then dispose of.